

date: Friday, May 10, 2002

to: Distribution

from: E. T. Lessard

subject: Minutes of Meeting to Prepare for Deuteron ARR

Memo

E. Lessard reviewed the Deuteron Acceptance Plan on May 7, 2002. The transparencies and the Plan are at http://www.rhichome.bnl.gov/AGS/Accel/SND/tvdg_ttb_usi.htm. It was decided that D. Passarello would place all tasks identified in the Deuteron Acceptance Plan into the C-AD Family Assessment Tracking System (ATS). Additionally, action items identified by RSC will be placed in ATS unless the RSC has implemented an alternate tracking and closure method. Owners of open items in ATS will be notified at 60 days, 30 days, and weekly for less than 30 days before items are due. D. Passarello will link objective evidence of closure to each ATS item. All items are due to close September 1, 2002.

Additionally, it was determined that Mike Wiplich will be responsible for testing the existing TVDG/TTB access control system.

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